May 17, 2021

To: Matthew Peel
Principal, Bacon Academy

Mr. Peel,

In accordance with Board of Education Policy 6163.1(e & f), and best practices for collection management as prescribed by the American Association of School Libraries, the Bacon Academy Library Media Center would like to remove approximately 800 books from the Fiction collection.

Titles to be removed have one or more of the following conditions:

- worn, damaged, mildewed and/or soiled
- 3 or less circulations within the past five years
- duplicated by newer editions in the collection

We have begun the process of replacing worn copies of works that are of high literary merit or in higher demand.

All materials will be offered to teachers, staff, and students. With the Board's permission, remaining titles will be donated to ReRead Books. This is a 501c organization that employs adults with special needs. We can arrange to have any remaining books picked up.

Respectfully Submitted,

Geri Dineen

Geri Dineen, LMS
Bacon Academy Library Media Center